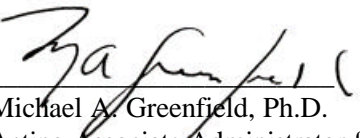


## ***REVISION B***



# **Issue Resources Authority to Centers**

  
Michael A. Greenfield, Ph.D.  
Acting Associate Administrator for  
Safety and Mission Assurance

February 1, 2002  
Date

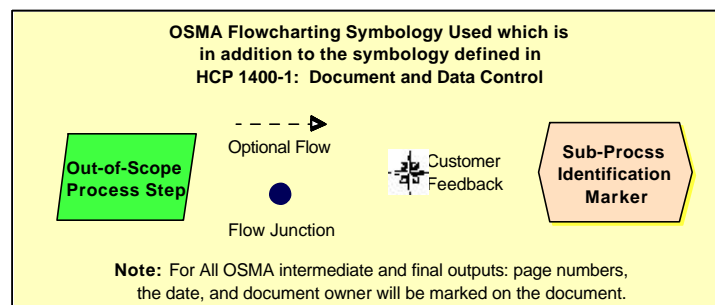
## DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial correction to Section 2 note. Modified Definitions in 3.2, and 3.6, reference 4.2, Section 5 Flowchart decision labels and steps 6.02, 6.05, 6.07, and 6.08.
	B	February 1, 2002	Changed HOWI Author. Added customer list.

HOWI Author: Q/Paul Boellner

OSMA Staff Member Responsible for this HOWI: Q/Dale Moore

Customers for this HOWI: Internal: AA/SMA, Center SMA Directors  
External: none



## 1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process of the basic steps, checks, and decisions to release resources authority, NF 506A (a.k.a.: “White”), to the Centers, per the requirements in reference 4.1. It does not cover systems instructions. This HOWI also specifies the Quality Records associated with the process.

## 2. Scope and Applicability

This OSMA HOWI covers internal OSMA process for releasing resource authority, and operates within the scope of applicable NASA and Federal guidance, and Federal law. This HOWI is applicable to the OSMA Budget Analyst (BA).

**NOTE:** *This HOWI assumes a basic familiarity with the NASA budgetary and resource controls.*

## 3. Definitions

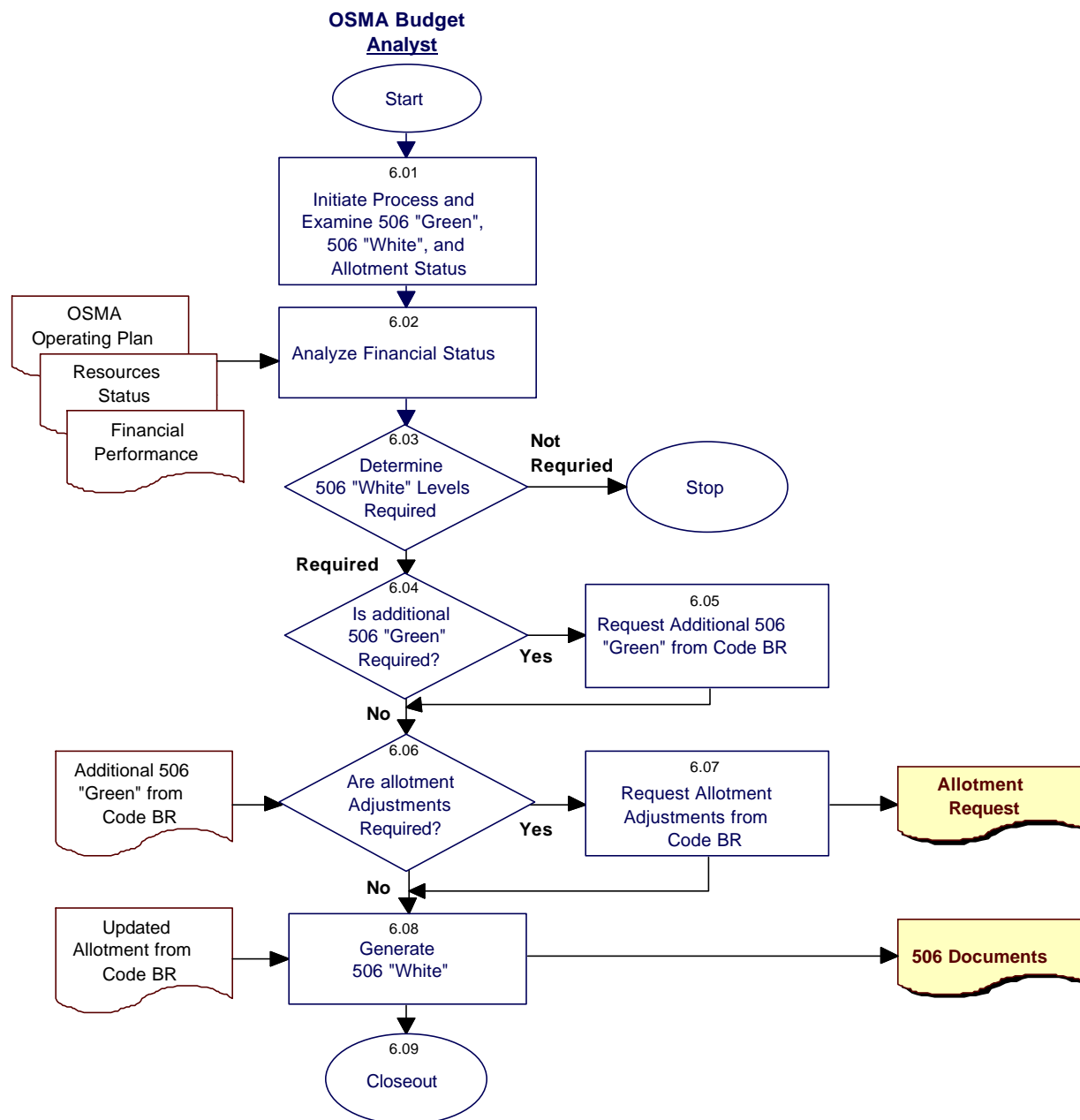
- 3.1. BA: OSMA Budget Analyst
- 3.2. Code BR: The Resources Analysis Division of the Office of the Chief Financial Officer. The interfaces in this HOWI are with the Budget Controls group of Code BR
- 3.3. NASA FORM (NF) 504: Allotment. A form of resources control issued by the Office of the Chief Financial Officer (CFO).
- 3.4. NF 506: Resources Authority Warrant. (“Green”). Resources authority issued from the Office of the CFO to OSMA.
- 3.5. NF 506A: Resources Authority Warrant (“White”). Resources authority issued from OSMA to the performing Center(s).
- 3.6. OSMA Operating Plan: Task-level funding plan, by program year, of all explicitly approved OSMA tasks.

## 4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA HOWI.

- 4.1. [NPD 7000.3: Allocation and Control of Agency Resources](#)
- 4.2. [HOWI7710-B002: Budget Execution](#)

## 5. Flowchart



## 6. Procedure

6.01 OSMA Budget Analyst (BA) Initiate Process and Examine 506 “Green”, 506 “White”, and Allotment Status:

The OSMA BA examines the 506 “Green” authority received from Code BR, allotment levels, and 506 “White” issued to Centers. The OSMA BA adjusts the 506 “Green” and the allotment in anticipation of future releases. The process may also be initiated by a reprogramming or Center request for authority.

6.02 BA Analyze Financial Status:

The OSMA Budget Analyst estimates required funding for time period in question. Issues considered include:

- General policy on how tightly to control releases,
- Center total budget from OSMA Operating Plan, resources status, and financial performance,
- Is release for continuing resolution, initial bulk release, incremental bulk release, or closeout?
- Cost performance relative to cost plan,
- Obligation status,
- Special obligation issues- obligated but uncosted hardware buys, upcoming major contracts?

6.03 BA Determine 506 “White” Levels Required:

The result of Step 6.02 analysis is additional 506 “White” resources authority required, continue to step 6.04. Otherwise, determine time for next review and stop process.

6.04 BA Is additional 506 “Green” Required?

If the sum of all proposed plus issued 506 “White” resources authority is less than or equal to the 506 “Green” issued to OSMA by Code BR, go to step 6.06. If not, go to step 6.05.

6.05 BA Request Additional 506 “Green” from Code BR

The OSMA BA requests additional 506 “Green” resources authority from Code BR.

6.06 BA Are Allotment Adjustments Required:

If the proposed Center 506 “White” total is less than or equal to the current allotment estimate, go to step 6.08. If not, go to step 6.07.

6.07 BA Request Allotment Adjustments from Code BR

Update the allotment estimate to Code BR. Continue with Step 6.08 when allotment is updated.

Note: Steps 6.04 /6.05 and 6.06/6.07 may be performed simultaneously.
-----------------------------------------------------------------------

6.08 BA Generate 506 “White”

When additional 506 “Green” is received and/or allotment updated (if required), generate the 506 “White”, sign, distribute the form and file all paperwork.

6.09 BA Closeout:

The process is closed out.

## 7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Allotment Request	OSMA Budget Analyst	OSMA BA Area: FY Execution and 506 notebooks	Hardcopy	Schedule: 7 Item: 22	Keep minimum of 5 years past expiration of funds then destroy
506 Documents	OSMA Budget Analyst	OSMA BA Area: 506 notebooks	Hardcopy	Schedule: 7 Item: 22	Keep minimum of 5 years past expiration of funds then destroy

## Appendix A: Additional Supporting Background Information for the HOWI

### Customers, Requirements, and Outputs:

CUSTOMERS	REQUIREMENTS	OUTPUTS
Center SMA Budget Contacts	Funds released and available in time for application to programs	Released (and allotted) funds
Code BR	Updated allotment estimates, signed 506's	Allotment estimates, NF 506 "White" Copies
Division Directors and HQ Program Coordinators	Programs continue without interruption	Available funds when programs need them

### RESOURCES:

- OSMA budget staff time
- Budget system
- Code BR staff support
- Allotment spreadsheet
- Agency financial reports

### GOALS:

- No program interruptions due to avoidable lack of funds
- Funds available are appropriate to Center performance- Centers with good records are not constrained
- "White" release is not held up by 506 "Green" or allotment problems